

CLASSIFICATION: DISABILITY EXAMINER TRAINEE

Class Code: 3644-18

Date Established: 04-25-14

Occupational Code: 7-7-9

Date of Last Revision: 11-12-15

Exempt Status: Non-Exempt

BASIC PURPOSE: In a trainee capacity learn and apply review, investigation, and analysis of relevant medical and psychological information in determining initial or continued disability benefit eligibility entitlement under federal Social Security Administration laws for disabled clients.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Reviews individual claims to assure proper application of relevant procedures in compliance with state and federal laws.
- Collects medical and psychological reports from treatment sources as well as vocational data from clients and past employers.
- In a defined progression, through internal training and mentoring, analyzes data and requests authorization for specialized medical, psychological, or psychiatric consultative examinations to determine eligibility under federal laws to gain information relevant to determining eligibility.
- Reviews and verifies date of actual onset of disability, and cessation of eligibility if it is determined that improvement has occurred, for purposes of benefits.
- In a defined progression, through internal training and mentoring, prepares medical/psychological assessments of work-related function independently, or may confer with agency medical/psychological consultants.
- Maintains adequate controls over all assigned cases, consistent with established caseload management procedures.

DISTINGUISHING FACTORS:

Skill: Requires skill in recommending routine changes in standardized operating procedures OR in retrieving, compiling, and reporting data according to established procedures OR in operating complex machines.

Knowledge: Requires logical or scientific understanding to analyze problems of a specialized or professional nature in a particular field.

Impact: Requires responsibility for achieving direct service objectives by assessing agency service needs and making preliminary recommendations for the development of alternative short-term program policies or procedures. Errors at this level result in incomplete assessments or misleading recommendations causing a disruption of agency programs or policies.

Supervision: Requires partial supervision of other employees doing work which is related or similar to the supervisor, including assigning job duties, providing training, giving instructions and checking work.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.

Communication: Requires summarizing data, preparing reports, and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternate solutions where only limited standardization exists.

Independent Action: Requires a range in choice in applying a number of technical or administrative policies under general direction and making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major study in social work, counseling, education, psychology, human services or vocational rehabilitation. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Three years of experience in any of the following fields: teaching, counseling or guidance, personnel management, public employment service, nursing or any of the allied health fields. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

SPECIAL REQUIREMENTS: For appointment consideration, Disability Examiner Trainee, applicants must successfully participate in a structured interview measuring possession of knowledge, skills, and abilities identified as necessary for satisfactory job performance by this class specification. The structured interview is developed and administered, according to Division of Personnel guidelines, by representatives of the state agency in which the vacancy exists.

Upon successful completion of criteria below, the Disability Examiner Trainee LG 18 will be eligible for promotion to Disability Examiner, LG 21:

- (a) Successful completion of agency Disability Examiner Training and Mentoring Plan.
- (b) Successful completion of at least six (6) months of experience as a Disability Examiner Trainee associated with adjudication of Social Security Disability Insurance Claims.
- (c) Recommendation of manager after initial six (6) months, including successful completion of 75 claims as a single decision maker (SDM).

RECOMMENDED WORK TRAITS: Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of individual and group behavior with special emphasis on the problems and attitudes of the physically and mentally disabled. Knowledge of current social, economic and health problems and resources of special emphasis on factors related to vocational rehabilitation and to disability determinations. Knowledge of the principles and practices of vocational counseling. Knowledge of physical and emotional problems of the disabled as they affect occupational qualifications. Knowledge of the standards of psychometric and occupational tests. Ability to multi-task on a daily basis. Ability to make decisions and determinations based upon factual data. Ability to read and understand information and ideas presented in writing. Ability to apply general rules to specific problems to produce answers that make sense. Ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events). Ability to secure and maintain cooperation of physicians, employees, educational personnel and others in rehabilitation work. Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, or mathematical operations). Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.